

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 25-03**

**DC Affordable Law Firm Attorneys Providing *Low Bono* and *Pro Bono* Representation  
in the Family Court and Probate Division**

**WHEREAS**, the Superior Court has the authority to approve special programs to allow individuals who are not members of the District of Columbia Bar to provide legal services to the public, pursuant to D.C. Court of Appeals Rule 49(c)(10); and

**WHEREAS**, the DC Affordable Law Firm ("DCALF") is a tax-exempt nonprofit organization focused on providing legal services to individuals with household incomes between 200% and 400% of the Federal Poverty Level or up to 80% of the Washington DC area Median Family Income at no cost and at costs substantially below prevailing market rates (hereinafter, "*pro bono*" and "*low bono*" representation, respectively); and

**WHEREAS**, each attorney employed at DCALF provides said *pro bono* and *low bono* representation, in the Superior Court of the District of Columbia Family Court and Probate Division; and

**WHEREAS**, practice pursuant to D.C. Court of Appeals Rule 49(c)(9), as currently written and as anticipated in the version of the Rule that will become effective on January 13, 2025, exclusively covers work that is done on a *pro bono* basis; and, pursuant to Rule 49(b)(11) *pro bono* "means provided without fee or for a nominal processing fee for one or more individuals with limited means"; and DCALF not only offers *pro bono* representation but also, on occasion, provides *low bono* representation which is not covered by the Rule; and

**WHEREAS**, DCALF provides representation to clients who are often ineligible for free legal aid but also cannot afford market rates charged by private attorneys, in some cases through the use of lawyers who are not active members of the District of Columbia Bar, subject to court-approved conditions; and

**WHEREAS**, DCALF trains and supervises attorneys in partnership with the Georgetown University Law Center, University of the District of Columbia David A. Clarke School of Law, Arent Fox LLP, and DLA Piper LLP (US); and

**WHEREAS**, the Superior Court on May 10, 2016 in Administrative Order 16-06, May 22, 2018 in Administrative Order 18-05, and again on August 20, 2020 in Administrative Order 20-11, and again on December 23, 2022 in Administrative Order 22-33 ordered that DCALF be designated as an expressly authorized court program for limited time periods under D.C. Court of Appeals Rule 49(c)(10); and

**WHEREAS**, the Superior Court has reviewed DCALF's request to be designated once again as an expressly authorized court program pursuant to D.C. Court of Appeals Rule 49(c)(10) and the D.C. Court of Appeals Committee on Unauthorized Practice of Law does not object to the request;

**NOW, THEREFORE**, it is hereby,

**ORDERED**, that DCALF is designated as an expressly authorized court program under D.C. Court of Appeals Rule 49(c)(10); provided, however, that persons employed or affiliated with DCALF must comply with the terms of this Order to the extent their practice otherwise would violate Rule 49; and it is further

**ORDERED**, that a person employed or affiliated with DCALF may provide *pro bono* or *low bono* legal services under the following circumstances:

**(A) *Inactive Members of the D.C. Bar or the Bar of Another State or Territory and Active Members of the Bar of Another State or Territory.*** Where the person:

- (i) is or was admitted in another United States jurisdiction, or previously was a D.C. Bar Member;
- (ii) was not disbarred or suspended for disciplinary reasons and has not resigned with charges pending, in any United States jurisdiction or court;
- (iii) is providing the legal services in affiliation with, but not as an employee of, DCALF;
- (iv) is supervised by a D.C. Bar Member on each *pro bono* or *low bono* matter;
- (v) gives prominent notice in all business documents specifically concerning each *pro bono* or *low bono* matter that the person's work on the matter is supervised by a D.C. Bar Member and that the person is not a D.C. Bar Member.

**(B) *Employees of DCALF While Bar Application Is Pending.*** Where a person who is not a D.C. Bar Member may provide legal services in the District of Columbia, and may hold out as authorized to provide those services, for a period not to exceed 365 days from the start of practice if the person:

- (i) has a pending first application to the District of Columbia Bar;
- (ii) is admitted in another United States jurisdiction;
- (iii) is supervised by a D.C. Bar member on each client matter, and the D.C. Bar Member agrees to be jointly responsible for the quality of the work on each client matter; and
- (iv) gives prominent notice in all business documents that the person's practice is supervised by one or more D.C. Bar Members and that the person is not a D.C. Bar Member.

**(D) *Law School Graduates Seeking Admission to the Bar.*** Where the person:

- (i) has graduated with a J.D. degree from an American Bar Association-approved law school;
- (ii) has applied to take the bar examination described in Rule 46(c)(7)(A) or 46(d) in a United States jurisdiction, and, if the applicant has taken the examination but not earned a passing score, is eligible to re-sit for the examination at its next administration during the 365-day period;
- (iii) is trained and supervised by a DC Bar Member affiliated with DCALF providing *pro bono* or *low bono* legal services on each matter; and
- (iv) gives prominent notice in all business documents specifically concerning each matter that the person's work on the matter is supervised by a DC Bar Member and that the person is not admitted to practice law in any United States jurisdiction.

Persons practicing under this subsection may provide *pro bono* or *low bono* legal services and hold themselves out as authorized to provide *pro bono* or *low bono* legal services for a period of no more than 365 days from the start of practice.

And it is further,

**ORDERED**, that individuals practicing under this Order shall be subject to the D.C. Rules of Professional Conduct and the enforcement procedures applicable thereto to the same extent as if he or she were an enrolled, active member of the District of Columbia Bar; and it is further

**ORDERED**, that individuals practicing under this Order must provide the following disclosure after their name when it appears on pleadings, court filings, or discovery documents as well as business cards, letters, e-mails, web pages, or other business documents used in their practice under this Order:

“Not admitted to practice in the District of Columbia. Practicing in affiliation with the DC Affordable Law Firm, an expressly authorized court program under D.C. Court of Appeals Rule 49(c)(10).”

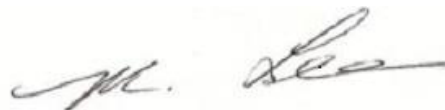
**ORDERED**, that individuals practicing under this Order will be exempt from the *Pro Hac Vice* requirements of Superior Court Domestic Relations Rule 101(a)(3); and it is further

**ORDERED**, that the status of DCALF as an expressly authorized court program and the effectiveness of this Order shall terminate on December 31, 2026 unless extended by the Court; and it is further

**ORDERED**, that this Order shall take effect immediately.

**SO ORDERED.**

**DATE:** January 23, 2025



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Milton C. Lee, Jr.  
Chief Judge

Copies to:

Judicial Officers  
Executive Officer  
Clerk of the Court

Office of General Counsel

Division Directors

District of Columbia Bar

Daily Washington Law Reporter

Library

Gabrielle Mulnick Majewski, DC Affordable Law Firm, Executive Director

Rebecca Goldfrank, DC Affordable Law Firm, Legal Director

Geoffrey M. Klineberg, Chair, Committee on Unauthorized Practice of Law